



# COUNTY OF BEXAR

## PUBLIC WORKS DEPARTMENT

1948 Probandt St.  
San Antonio, Texas 78214  
(210) 335-6700 (Option 6) • Healthpermits@bexar.org

Dear Establishment Owner/Operator

Once you have paid for your food service permit and are able to provide your health inspector with the information requested below, you will be contacted by your assigned inspector to schedule an inspection.

Prior to receiving an inspection; it is required that your food establishment meets all state health codes and laws. This includes, but is not limited to, having approved water and sewage facilities. Your establishment must have the following facilities in order to operate:

1. **Water System**. Your establishment must be connected to a community or Non-community public water system that meets the criteria outlined in the Texas Commission on Environmental Quality Rules and Regulations (TCEQ) for Public Water Systems at (210) 490-3096. (512)-239-4691
2. **Sewage System**. Your establishment must be connected to an approved off-site sewage system (sanitary sewer line). If an on-site sewage system facility (septic system) is utilized, it must be approved and licensed by Bexar County Public Works. They may be contacted at (210) 335-6700 for information on how to obtain a valid permit/renewal for an on-site sewage facility. **\*Fee may apply\***
3. **Fire Inspection**. Your establishment must meet the Bexar County Fire Marshal's Office requirements before opening a new food establishment to the public, changing the nature of the business, remodeling, or change of ownership. They may be contacted at (210) 335-0300. **\*Fee may apply\***

**\*\*Documentation of the above listed items is required prior to the approval of any new establishment receiving an inspection or permit. In addition, if a change of ownership has occurred, there is a beer license approval, or when it is determined that your current on-site sewage or water system is not an approved system or has malfunctioned, the above items are also required. Copies of all 3 requirements must be presented at time of inspection. Accepted documentation to present inspector would be current water bill, current septic permit if applicable, and County Fire Marshal inspection certificate which must be less than 1 year old, to be approved for renewal of food service permit.**



## COUNTY OF BEXAR

### PUBLIC WORKS DEPARTMENT

1948 Probandt St.  
San Antonio, Texas 78214  
(210) 335-6700 (Option 6) • Healthpermits@bexar.org

## Frequently Asked Questions on Food Service Establishments In Unincorporated Bexar County

### **Fixed Food Establishments:**

#### **1. How do I renew my existing license or ownership of a restaurant/food establishment?**

Come in person to Bexar County Public Works located at 1948 Probandt St., San Antonio, TX 78214 (Phone: (210) 335-6700 - opt.# 6) to fill out an application and pay the required license fee. Your inspection will be done within 5 business days. The license will be emailed to you unless no email address is available then the license can be mailed to you for a \$25 mailing fee or you may pick up a copy in person at the Bexar County Public Works office.

#### **2. Will I be sent a renewal notice before my existing license expires?**

No. Bexar County does not send renewal notices like the City of San Antonio did. Establishments are required to renew annually on their own accord.

#### **3. How do I change the name of my restaurant/food establishment?**

Come in person to Bexar County Public Works located at 1948 Probandt St., San Antonio, TX 78214 (Phone: (210) 335-6700 - opt.# 6) to fill out application and pay fee. No inspection necessary for name change.

#### **4. What items are inspected for licensing?**

The license inspection concentrates on the physical facilities.

- 1) Ensure all ceilings, walls, floors and work surfaces throughout kitchen/food areas/restroom facilities are smooth, easily cleanable and non-absorbent. No rough textures/holes allowed.
- 2) Base boards must be in good condition and sealed.
- 3) If open food handling is a part of your operation then you must have a 3 compartment sink with attached drain board, hand sink and mop sink all with hot and cold running water under pressure. Note: hot water must meet at least 100° F.
- 4) Cold hold equipment must be on site and capable of holding at 41° F with accurate thermometers.
- 5) All lighting in food areas must meet 50 foot candle. Lights should be shielded.

- 6) Premise should be clean and free of debris.
- 7) If on a well, have the TCEQ well ID # available
- 8) If on a septic system, have your current Bexar County OSSF license to operate available
- 9) The fire marshal approval.
- 10) Other items maybe applicable depending on your operations.

**5. Is a Certified Food Manager (CFM) required?**

Yes, a CFM must be on site while food services operations are occurring. Post the certificate on site.

**6. How can I get a copy of my last inspection report? (See question 7)**

**7. How do I get a copy of my permit?**

For licensing done after October 1, 2013 contact the County's new inspection designee: The Environmental Health Group, LLC. Contact the City of San Antonio Metro Health at (210) 207-0135 for licensing done prior to October 1, 2013. Your last inspection report and current permit are required to be posted on site.

**General Information:**

**1. What about restrooms, bathrooms, toilet facilities & port-a-potties?**

Port-a-potties for temporary event use only and cannot be used in place of a permanent bathroom/restroom/toilet facility.

- Fixed Food Establishments are required to have a restroom/bathroom/toilet facility for the employees. It can be either a separate bathroom/restroom/toilet or the public bathroom/restroom/toilet. The bathroom/restroom/toilet must have a flush type toilet and toilet tissue, hand washing lavatory with hot and cold running water outfitted with soap, paper towels, a vent, a self-closing door, smooth, easily cleanable nonabsorbent walls, floors and ceilings. Port-a-potties DO NOT meet this requirement and are not authorized in place of a restroom meeting these requirements.
  
- Mobile Vendors that operates as a true mobile vendor, moving from location to location, selling as he go, do not have a restroom requirement within the unit, because they can stops at various locations with an approved bathroom/restroom/toilet when needed. Private home/residential restroom/bathroom/toilet facility are NOT acceptable

**2. If an established (currently licensed) restaurant/mobile vendor/food establishment changes ownership or management does it need a new license?**

Yes. A change of ownership or management requires a new license and inspection.



## COUNTY OF BEXAR

### PUBLIC WORKS DEPARTMENT

1948 Probandt St.  
San Antonio, Texas 78214  
(210) 335-6700 (Option 6) • [Healthpermits@bexar.org](mailto:Healthpermits@bexar.org)

## MOBILE VENDOR CHECKLIST

### Kitchen on Wheels / Pushcart / Trailer / Vehicle Vending / Other

- Constructed of corrosion-resistant durable materials
- Easily cleanable , non-absorbent: floors, walls, and ceilings
- Liquid waste retention tank is provided and the capacity is at least 15% larger than the potable water storage tank
- Liquid waste servicing connection is of a different size than the water connection
- Potable water from an approved source
- Potable water distribution pipes or tubing are constructed and installed in accordance with public health and plumbing standards
- Hot and cold running water under pressure is provided to sinks
- 3-compartment sink is provided
- Separate hand sink is provided and is conveniently located and accessible
- Equipment for hot and cold holding are adequate to maintain food at the required temperatures
- Equipment is installed so that it is easily cleanable and is in clean, sound condition
- Effective control measures for insects, rodent, and environmental contaminants
- Food products are obtained from an approved source
- Single service articles are provided and used
- Facilities are provided for solid waste storage that are easily cleanable and covered

### For prepackaged non – PHF ONLY

- Constructed of corrosion-resistant, durable materials
- Easily cleanable, non-absorbent: floors, walls, and ceilings
- Equipment is adequate to maintain food at the required temperature
- Equipment is installed so that it is easily cleanable and is in clean, sound condition
- Effective control measures for insects, rodents, and environmental contaminants
- Food products are obtained from an approved source
- Facilities are provided for solid waste storage that are easily cleanable and covered



## COUNTY OF BEXAR

### PUBLIC WORKS DEPARTMENT

1948 Probandt St.  
San Antonio, Texas 78214  
(210) 335-6700 (Option 6) • Healthpermits@bexar.org

## Frequently Asked Questions on Food Service Establishments In Unincorporated Bexar County

### **Mobile Vendors:**

#### **1. Can I operate my Mobile Vending unit without moving it?**

No. A mobile vendor that does not move during the day or operates at a permanent location all the time is considered a Fixed Food Establishment and must meet all the requirements of Fixed Food Establishments (see below). Mobile Vendors may not operate on public right-of-ways. Mobile Vendors may operate on appropriate private property with the written permission of the property owner but may not remain at that location overnight. **Mobile Vendors must move daily.**

#### **2. How do I get my mobile unit inspection?**

Mobile inspections are done only twice a month. Come in person to Bexar County Public Works located at 1948 Probandt St., San Antonio, TX 78214 (Phone: 210-335-6700 - Opt 6) to fill out an application and pay the required license fee of \$150. You will be put on the schedule for an inspection after the fee is paid. The fire inspection will be done on the same day as the health inspection. You will need to bring a completed fire application along with a fee of \$125 that will be paid directly to the fire inspector.

#### **3. What are the requirements for a license?**

You must have

- 1) An approved inspection from the Fire Marshal,
- 2) A current photo ID,
- 3) The unit must meet all construction requirements,
- 4) have hot water (at least 100° F) available,
- 5) A current commissary letter, and
- 6) If you are doing open food handling, a 3 compartment sink and hand washing sink

#### **4. Where do I get a commissary letter from?**

Any licensed commissary may issue the required letter. You must present the letter during your inspection. The letter must be notarized and will be verified at time of the inspection.

**5. Can I set up tables and chairs outside of my unit?**

Yes. Awnings, tables and chairs may be set up; however, you must provide trash receptacles for any on site consumption.

**6. Is there a background check letter required for food handlers?**

No. Units operating within the unincorporated areas of Bexar County do not require back ground checks on food handlers.

**7. Is a Certified Food Manager required to be on unit?**

Yes. Keep your certificate on hand at all times.

**8. If I already have a City license, do I need an additional license to operate in the County?**

Yes. You need both Bexar County Health and Bexar County Fire inspection before operating in the County. Bexar County no longer honors a City of San Antonio license effective July 2020.

**9. What do I use a commissary for?**

Any open food handling (from nachos to frying chicken) requires you to follow TFER code. This includes using water from an approved source, cleaning your unit at a facility that can properly dispose of waste water, used grease, and/or trash. A commissary may also serve as the required commercial kitchen where foods can be prepared, if the food is not prepared on your unit. No preparing of food in a private residence is allowed. The commissary may also be used to store larger pieces of equipment.

**General Information:**

**1. What about restrooms, bathrooms, toilet facilities & port-a-potties?**

Port-a-potties for temporary event use only and cannot be used in place of a permanent bathroom/restroom/toilet facility.

- Fixed Food Establishments are required to have a restroom/bathroom/toilet facility for the employees. It can be either a separate bathroom/restroom/toilet or the public bathroom/restroom/toilet. The bathroom/restroom/toilet must have a flush type toilet and toilet tissue, hand washing lavatory with hot and cold running water outfitted with soap, paper towels, a vent, a self-closing door, smooth, easily cleanable nonabsorbent walls, floors and ceilings. Port-a-potties DO NOT meet this requirement and are not authorized in place of a restroom meeting these requirements.
  
- Mobile Vendors that operates as a true mobile vendor, moving from location to location, selling as he go, do not have a restroom requirement within the unit, because they can stops at various locations with an approved bathroom/restroom/toilet when needed. Private home/residential restroom/bathroom/toilet facility are NOT acceptable

**2. If an established (currently licensed) restaurant/mobile vendor/food establishment changes ownership or management does it need a new license?**

Yes. A change of ownership or management requires a new license and inspection.



## COUNTY OF BEXAR

---

### PUBLIC WORKS DEPARTMENT

1948 Probandt St.  
San Antonio, Texas 78214  
(210) 335-6700 (Option 6) • [Healthpermits@bexar.org](mailto:Healthpermits@bexar.org)

### **LICENSED COMMISSARIES FOR MOBILE VENDORS**

#### **B & S Mobile Catering and Vending Supplies**

2805 Commercial Ave.  
San Antonio, TX 78221  
(201)924-5323

#### **Best Foods of San Antonio**

5312 Rittiman Road  
San Antonio, TX 78218  
(210)662-7204

#### **Pinky's Shaved Ice**

1301 E. Elmira St.  
San Antonio, TX 78212  
(210)385-6209

#### **Myrna's Catering**

161 Ward Ave.  
San Antonio, TX 78223  
(210)609-8585

#### **TBS Foods**

1910 Arvie St  
San Antonio, TX 78253  
(210)767-2222

#### **Potranco Commissary**

12135 FM 1957  
San Antonio, TX 78253  
(210)858-8124

#### **Cheesy Jane's**

4200 Broadway @ Hildebrand  
San Antonio, TX 78209  
(210)826-0800



# COUNTY OF BEXAR

## PUBLIC WORKS DEPARTMENT

1948 Probandt St.  
San Antonio, Texas 78214  
(210) 335-6700 (Option 6) • Healthpermits@bexar.org

### COUNTY MOBILE VENDING COMMISSARY CERTIFICATION LETTER

This letter certifies that \_\_\_\_\_  
(Name of vendor)

Has entered into an agreement to utilize facilities that meet current TFER code and is currently licensed by the local regulatory authority to be used as a commissary.

Any packaging of foods performed at this location will meet all State of Texas licensing requirements for food products and/or potentially hazardous foods.

In the case where the commissary license is no longer valid or the letter holder discontinues service, the establishment owner shall notify the Bexar County Public Works Environmental Section or its designee.

Name of Commissary: \_\_\_\_\_

Address: \_\_\_\_\_

Valid food license issued by: \_\_\_\_\_

License #: \_\_\_\_\_ Valid until: \_\_\_/\_\_\_/\_\_\_

Notary:

Owner/Designee Name: \_\_\_\_\_  
(Printed Name)

Owner Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary: \_\_\_\_\_

\*\*\*\*\*

Verified by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Disapproved



# COUNTY OF BEXAR

## PUBLIC WORKS DEPARTMENT

1948 Probandt St.  
 San Antonio, Texas 78214  
 (210) 335-6700 (Option 6) • Healthpermits@bexar.org

Food Service Establishment (FSE) Permit Fees for Unincorporated Bexar County		
Unincorporated Bexar County 1-3 employees	\$175.00	Annual permit fee to operate a fixed food service establishment (such as a restaurant) in unincorporated Bexar County.
Unincorporated Bexar County 4-6 employees	\$225.00	
Unincorporated Bexar County 7+ employees	\$300.00	
Mobile Food Unit	\$150.00	Annual permit fee for food services only per vehicle. (Additional inspection by other agencies such as the Bexar County Fire Marshal, or vehicle safety inspection may be required.)
The Food Service of child care centers, Schools and other group facilities	\$150.00	Annual permit fee for the food service only. (Other services of these types of establishments are inspected/permitted by other agencies.)
Temporary Food Establishment, Fee Per Stand	\$45.00	This fee is good for a 14 day period only.
Mailing Fee	\$25.00	Administrative fee for mailing permit or other documents.
Email	No Fee	Permit or other documents can be emailed, free of charge.
Pool Complaint	\$75.00	Administrative fee for handling pool complaint.
Complaint Inspection Fee	\$75.00	Administrative fee for inspecting and handling complaint.
Food Born Illness (FBI) Fee	\$100.00 plus lab fees	Laboratory and administrative fee for handling a FBI.
Plan Review Fee	\$250.00	Administrative fee per plan review.
Re-inspection Fee	\$125.00	Assessed only if re-inspection of an FSE is required.
Administrative Penalty	Not to exceed \$500 per day	Penalty pursuant to Texas Health and Safety Code § 437.0185.



# COUNTY OF BEXAR ♦ PUBLIC WORKS

## FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

1948 Probandt St.  
 San Antonio, Texas 78214  
 (210) 335-6700 (Option 6) • Healthpermits@bexar.org

<b>APPLICATION DATE:</b>	
<b>PERMIT NUMBER:</b>	

Is this a new business?  Yes  No If yes, we need expected opening date: \_\_\_\_\_

### **PERMIT TYPE** - Please select the type of permit needed.

- Restaurant  Mobile Vending  Foster Care  Adult Day Care  Assisted Living  Bakery  
 Child Day Care  Convenience Store  Deli  Fast Food Restaurant  Full Service Bar  
 Hospital  Meat Market  Pre-Packaged Food Establishment  Retail Food Store  
 School  Single Service Bar  Snack Bar  Other (specify) \_\_\_\_\_

### **MOBILE VENDORS ONLY** - Please select type of vending unit.

- Trailer  Vehicle Vending  Kitchen on Wheels  Pushcart

Do you have a Commissary Contract?  Yes  No

### **ESTABLISHMENT INFORMATION**

- Fire Marshal Inspection  Yes  No
  - Date Fire Inspection was Conducted / Scheduled: \_\_\_\_\_
- Septic System  Yes  No
  - Septic Permit #: \_\_\_\_\_ Septic Permit Expiration Date: \_\_\_\_\_
- Number of Employees:  1-3  4-6  7+

<b>ESTABLISHMENT INFORMATION: Please Print</b>	
Business Name:	
Street Address:	
City, State and Zip Code:	
Business Phone:	
Onsite Contact Name:	

<b>BUSINESS OWNER INFORMATION: Please Print</b>		<input type="checkbox"/> Same Address
Owner's Name:		
Street Address:		
City, State and Zip Code:		
Owner's Phone:		
Owner's Email Address:		

### **For Internal use only**

Amount Paid:		<input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check	Check #	
Cartegraph Task ID:				
Date Completed:				